

12.02-60

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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE

CABLE SECRETARIAT



*performed by  
12.02-64*

RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 12.02-60 for the Office of Cable Secretariat is approved and authority hereby given to implement the disposition instructions contained therein.

PREPARATION AND REVIEW:

[Redacted Signature Box]

4 Oct 1960

Date

[Redacted Signature Box]

Records Analyst

4 Oct 1960  
Date

APPROVAL:

[Redacted Signature Box]

Chief, Records Management Staff

10/4/60  
Date

25X

RECEIVED CONTROL ROOM 2005/11/21 : CIA-RDP78-00487A000100210006-4

**SECRET**

SCHEDULE NO.

12.02-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

O/DCI, Cable Secretariat

SIGNATURE

TITLE

Cable Secretary

DATE

19 August 1960

25

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<b>SUBJECT FILE</b>  Consists of correspondence, reports, emergency plans, SOP's, and other papers which document the policies and procedures pertaining to the processing and distribution of incoming and outgoing CIA cables and the proper release of outgoing cables as assigned by CIA Regulation. Arranged alphabetically according to the Agency Subject-Numeric filing system. (1958-1960)	3.2	Permanent. Disposal not authorized. (Cut off at end of every other year, transfer to Records Center 1 year thereafter. Material relating to various administrative matters, house keeping functions, and work papers will be removed from file and destroyed prior to transfer.) (Note: Insufficient volume to warrant transfer to Record Center.)
2	<b>CAREER SERVICE PANEL FILE</b>  Consists of the official minutes, agenda, reports, and other correspondence related to the meetings of the Cable Secretariat Career Service Panel. This file contains information on Panel recommendations for employee promotion, transfer, and reassignment; criteria for membership in the Career Staff; and policies and working procedures for the Panel. Arranged chronologically. (1959 - 1960 )	.2	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.) (Note: Insufficient volume to warrant transfer.)
3	<b>PERSONAL WORKING FILES</b>  Consists of training handbooks, trainee program schedules, working papers, drafts of proposed regulations, and similar material used primarily for reference purposes. Filing arrangement varies with each file. (1959- 1960)	8.0	Temporary. Screen and destroy obsolete material annually.

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4	<b>CONVENIENCE FILE (Reading)</b>  Consists of extra copies of outgoing correspondence maintained for convenience of reference. Duplicated in the Subject File (item 1). Filed chronologically. (1959-1960)	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
5	<b>ACTIVITY REPORTS FILE</b>  Consists of monthly activity reports prepared for the Executive Assistant to the DCI. These reports contain information on the number of cables processed (IN and OUT), percentage of cables forwarded to the DCI, personnel situation and work load, emergency planning, etc., and are used in the preparation of the Annual Progress Report. Filed chronologically. (1959-1960)  a. Monthly Activity Reports.  b. Annual Progress Reports.	.2	Temporary. Destroy 6 months after summarization and preparation of annual report.  Permanent. Disposal not authorized. Retain in current files area indefinitely. (Note: Insufficient volume to warrant transfer.)

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6	<b>PERSONNEL FOLDER FILE</b>  Consists of unofficial personnel folders maintained on all personnel of the office containing copies of documents which reflect the assignment, transfer, and promotion of the employee; Fitness Reports; and similar material used in administering the activities of individual employees including career development. Official folders are maintained by the Office of Personnel. Filed alphabetically by name. (Current 1960)	4.0	Temporary. Destroy 6 months after transfer or separation of employee.
7	<b>EMPLOYEE RECROD CARD FILE</b>  Consists of OF4b, Employee Record Card, maintained on each employee and used as a basis for initiating personnel actions; recording personnel actions; training and qualifications; and noting other information needed in the management of Office personnel. Filed by organizational level and by position thereunder. (Current 1960)	.1	Temporary. Destroy upon separation of employee or forward to gaining component upon transfer of employee within the Agency.
8	<b>TIME AND ATTENDANCE FILE</b>  Consists of retained copies of Time and Attendance Reports maintained on personnel of the Office as a record of their sick leave, annual leave, overtime worked, etc. Filed chronologically. (1959-1960)	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100210006-4</p> <p><b>CABLE REFERENCE FILE</b></p> <p>Consists of one copy of all cables processed by the Cable Secretariat. Incoming cables are received from the Signal Center, Office of Communications for processing (typing, reproduction, and dissemination.) OUTGOING cables are received from Agency offices for processing (release for transmission, reproduction, and dissemination.) A duplicate copy of those cables selected and forwarded to the DCI is maintained in a separate file. Record copies of all cables are maintained by the Signal Center, Office of Communications.</p> <p>a.</p> <p>(1) Copies of those cables selected and forwarded to the DCI. Filed by incoming and outgoing cable, by station, and numerically thereunder. (1960)</p> <p>(2) Microfilm File of above (1952-1959)</p> <p>b. All other copies. Filed by incoming and outgoing cable and numerically thereunder. (1960)</p> <p>c. Machine copies of incoming messages received from the Signal Center from which the reproduction masters are typed. Filed chronologically and by incoming number thereunder. (1960)</p> <p>d. Multilith Masters prepared from the machine copies and used to reproduce copies of cables to fill requirements. Separate copies of cables prepared from machine copies on which they are reproduced.</p>	<p>9.0</p> <p>1.5</p> <p>50.0</p> <p>3.0</p> <p>2.0</p>	<p>Temporary. Microfilm each year and destroy hard copy; retain microfilm copy in current files area indefinitely.</p> <p>Permanent.</p> <p>Temporary. Destroy when 4-6 months old. (Maintain a 4-6 month level; thereafter destroy oldest month after filing current month.) (File includes two drawers reserved for TOP SECRET material).</p> <p>Temporary. Destroy when 1 week old.</p> <p>Temporary. Destroy after 10 hours.</p>

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10	TELEGRAM FILE  Consists of retained copies of official incoming and outgoing telegrams. Filed chronologically. (1960)	.3	Temporary. Destroy when 6 months old.
11	CABLE DISTRIBUTION REQUIREMENTS FILE  Consists of memorandums received from other offices of the Agency which serve as requirements for the type of cables needed and the number of copies of each. These requirements are used in the preparation of the consolidated manual of requirements and in keeping it in a current status. File also contains amendments to and deletions from the original requirements. Arranged organizationally by the office and chronologically thereunder. (1959-1960)  a. Individual memorandum requirements.  b. Consolidated manual requirements.	4.0  .8	Temporary. Destroy when 1 year old.  Temporary. Destroy individual pages as replaced by revised requirements.
12	CABLE DISTRIBUTION FILE  Consists of Form 50, Distribution Assignment Sheet, prepared for each cable disseminated and showing recipients and the total number of copies sent to each. Filed chronologically. (1960)	1.0	Temporary. Destroy after 24 hours.

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13	<p>AMENDED DISSEMINATION FILE</p> <p>Consists of Form 50, Cable Dissem and Amended Cable Dissemination, Form 1064, prepared upon receipt of requests from those offices requesting additional copies of cables, and serves as a record of compliance with the request. Filed chronologically. (1960)</p>	.8	Temporary. Destroy when one month old.
14	<p>CABLE RELEASE FILE</p> <p>Consists of 5"x8" cards, containing the signatures of those Agency officials authorized to release cables from their respective areas. Cards also contain the name and position title of person conferring authorization, cancellations, date of authorization etc. Arranged organizationally. (1960)</p>	.1	Temporary. Destroy when obsolete.
15	<p>NAME FILE</p> <p>Consists primarily of 2 files of Flexoline Panels containing true names, pseudonyms, and cryptonyms which are used in the translation of names on incoming and outgoing cables.</p> <p>a. Flexoline Panels used in translating names on cables which are forwarded to the DCI. Pseudonym and cryptonym strips are filed alphabetically by name and contain a numerical code which serves as a cross reference to the true name strips which are filed numerically. (Current - 1960)</p>	4.0	Temporary. Disposal not authorized. Retain in current files area indefinitely.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
15	<p>NAME FILE (Continued)</p> <p>b. Flexoline Panels containing information furnished by FI/RI and used in translating names on all other cables. This file also contains some cards on foreign personalities who have been or may be mentioned in cables. Filed alphabetically by true and pseudonym. (Current 1960)</p>	8.0	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely. (Note: The cubic footage shown for these files is derived from the fact that 6 safe drawers are reserved for emergency storage of the panels when detached from stands.)</p>
16	<p>JOURNAL OF EVENTS LOG</p> <p>Consists of a log containing a chronology of events which were selected and recorded by the Watch Officer during a normal tour of duty. The log contains the time of the event, a statement of the nature of the event, action taken by the Watch Officer, and is used to brief the oncoming officer of occurrences during the preceding watch. Filed chronologically. (1960)</p>	.3	<p>Temporary. Destroy when 6 months old.</p>
17	<p>LOG FILE</p> <p>Record of the receipt and dispatch of classified material and the completion of processing of cables maintained primarily for accountability and security purposes.</p> <p>a. DCI Control Log. Consists of a record of cables forwarded to the DCI and contains cable number, source of cable, subject, and total time required to make dispatch. Filed chronologically. (1960)</p>	.5	<p>Temporary. Destroy when 6 months old.</p>

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17	LOG FILES (Continued)		
	b. Incoming Cable Logs. Consists of Form 801, Cable Secretariat Station Log, used to record the receipt of incoming cables by Station, and Form 520, Incoming Message Control Sheet used to record the location of cables during the various processing stages in the Office. Form 801, filed by Station and chronologically thereunder. (1959-1960)	1.0	Temporary. Destroy Form 520, when 2 days old and Form 801 when one year old.
	c. Mail Log. Consists of an unnumbered form used to record the receipt and dispatch of classified mail (other than cables) received by the office. Separate logs are maintained for incoming and outgoing material. Filed chronologically. (1959-1960)	.1	Temporary. Destroy both logs when one year old.
18	DOCUMENT RECEIPT FILES		
	Consists of the signed copies of Cable and Reports receipts reflecting receipt by other offices of cables disseminated by this Office.		
	a. Form 240 receipt covering cables disseminated internally. Filed chronologically. (1960)	3.0	Temporary. Destroy when 6 months old. (Maintain a 6 month level; thereafter destroy oldest month after filing current month.)
	b. Form 898, CIA Reports Receipt returned signed copies which accompanied disseminations to the Department of State and the Department of the Army. Filed chronologically. (1960)	1.5	Temporary. Destroy when 3 months old. (Maintain a 3 month level; thereafter destroy oldest month after filing current month.) (Note: Reduction from 6 to 3 months follows guidance contained in DDP-Records Control Schedule.)
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FILES IDENTIFICATION

VOLUME

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19 REFERENCE MATERIAL

Consists of regulations, notices, handbooks, bulletins, etc., maintained for reference purposes.

5.2

Temporary. Destroy when no longer needed for reference purposes.

20 LIBRARY MATERIAL

Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.

4.0

Temporary. Return to Library when no longer needed for reference purposes.

21 RESTRICTED DATA FILE

Four drawer Safe (# 4993) - (1960)

.0

Undetermined. File set up in accordance with AEC requirements that restricted data be controlled and available only to persons holding "Q" clearances. In Cable Secretariat these are:

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